

Area 30 Career Center Computer Usage Policy

Access and use of the Area 30 Career Center provided Computer Technology System and all of its components (i.e. Internet, intranet, computers, related equipment and connections) are considered a student privilege – not a right. Area 30 Career Center has developed a Student/Guardian Computer Technology System User Policy. It is very important that you both understand and agree to comply with this policy because of the personal and financial liability you accept when utilizing the system.

Guidelines –

1. Students must adhere to the rules pertaining to Area 30 Career Centers computer usage to be allowed to use a computer or access any Area 30 Career Center supplied Internet account.
2. Student Users are permitted to access only the menus, programs, and files as directed by their Area 30 Career Center Instructors/Teachers.
3. Users are not to adjust, change, block, delete or alter, any equipment, software, cables, or connectors of any physical workstations or components of the computer technology system unless specifically directed to do so by the instructor/teacher supervising the student's computer usage.
4. Users are responsible for saving data in assigned folder space on the Area 30 server.
5. Students may not use any component of the computer technology system without instructor/teacher supervision.
6. Students should take pride in the care of all available computer equipment.
7. **Users are banned from installing software on any Area 30 Career Center hardware.** Approval of special projects that require the use of removable media must be made in advance. Any personal removable media device that is used for the project must be checked for viruses and be approved for compatibility with the Area 30 Career Center technology system by the designated staff member before they can be used in a computer.
8. Vandalism or abuse will result in the cancellation of a User's privileges. Vandalism includes, but is not limited to, uploading/downloading any material that violates the policies contained herein, creating or knowingly introducing computer viruses into the network, and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
9. Users are to log on using their assigned username and password. Passwords are for students' protection and should not be given to other students for any reason. A User name may not be changed unless prior permission is granted by the instructor/teacher and Administrator. All passwords for students are to be on file with the designated staff member (s) and in the Area 30 Career Center office.
10. Students are not permitted to log on to a teacher's computer for any reason.
11. Filters are also in place to help prevent access to online material that may be offensive in nature and to comply with Federal CIPA (Child Internet Protection Act) requirements. Students should inform their teacher IMMEDIATELY if they encounter information or images that make them uncomfortable, or that they know are inappropriate. Users shall report any security problem or misuse of the network to the teacher, network administrator or staff member in charge.
12. Users shall report any security problem or misuse of the network to the teacher, network administrator or staff member in charge.
13. All computer equipment and Internet access belong to the school. Your actions will serve either as a credit or discredit to its reputation.
14. Students are to use computers for assigned work, not for personal use.
15. Students should not use personal devices such as mobile phones, or PCs at Area 30 Career Center without explicit permission and/or instruction.

Availability of Policies for Review

All policies and procedures including Indiana Code regarding the Internet and computer usage are available for review.

Internet Prohibitions

The following uses of school-provided Internet access **are not permitted whether on school provided devices or the students own device**:

- To access, upload, download, or distribute pornographic, obscene or sexually explicit material.
- To transmit obscene, abusive, sexually explicit or threatening language.
- To violate any local, state, or federal statute.
- To vandalize, damage or disable the property of another individual, agency, or organization.
- To access another individual's materials, information, or files without permission.
- To violate copyright or otherwise use the intellectual property of another individual, agency, or organization without prior permission.
- To enter chat rooms or use instant messaging apps.

Penalties for Violation of Internet Usage

Users in violation of any Internet policies identified as a security risk or having a history of problems with other computer systems, will be denied access to the Internet, may receive ISS or and may be remanded to homeschool with recommendation of expulsion.

Penalties for Violation of Computer Usage

Students are encouraged to use computers; however, safeguards must be maintained to protect the files, records, programs, system and equipment for all users. What may seem like harmless curiosity/exploration on the surface may really constitute illegal criminal trespass (whether physical or electronic), or violation of copyright laws and vandalism.

1st Offense – 1 week computer suspension, possible ISS

2nd Offense – 2 week computer suspension, ISS

3rd Offense – student may be remanded to home high school with recommendation for expulsion for up to 1 year

Severe violations on any offense may result in immediate suspension from computer/technology use for up to one year and police report and being remanded to homeschool with recommendation for expulsion. Anyone causing damage, loss of data, or loss of time as a result of computer misuse or mischief involving the Area 30 Career Center technology system, may be required to make full financial restitution to correct the damage and/or loss.

Area 30 Career Center Provided Access to Electronic Information, Services & Networks

Electronic messages and files stored on school-based computers will be treated like any other school property. Administrators or designee may review files and messages to maintain system integrity and insure that users are acting responsibly. Any violation of computer usage policies, rules or guidelines may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior, trespass, copyright infringements, etc. Proper law enforcement agencies may be contacted if necessary.

Area 30 Career Center makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The Career Center will not be responsible for any damages users suffer, including – but not limited to – loss of data resulting from delays or interruptions in service. The Career Center will not be responsible for the accuracy, nature, or quality of information stored on Career Center removable media, hard drives or servers; nor for the accuracy, nature or quality of information gathered through Career Center-provided Internet access. The Career Center will not be responsible for personal property used to access Career Center computers or networks or for Career Center-provided Internet access. The Career Center will not be responsible for unauthorized financial obligations resulting from Career Center-provided access to the Internet.

NOTICE: *This policy and all its provisions are subordinate to local, state and federal statutes.*